

Graduate Assistant Posting Form*

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
Evaluation and Developmental Center 500 C S. Lewis Lane Carbondale, IL 62901	50%	Job Seeking Skills Specialist– Activities of position can include: providing job seeking skills and/or vocational training to individuals with disabilities in residential, classroom and community settings, provide behavioral observations, document consumer progress, provide case management and work with other case managers and staff to assist consumer with developing work skills, assist with consumer goal planning, provide internship/job coaching, develop relationships with employers to assist individuals to obtain internships, and complete job/task analysis.	Minimum: 1) Admission to Graduate School and a degree program 2) Student in good standing 3) Minimum GPA of 3.0 4) Bachelor’s degree in rehabilitation or related human service field 5) Valid U.S. driver’s license for minimum of 3 months; good driving record 6) Must be able to pass a background check 7) The ability to self-initiate, good problem-solving skills, good interpersonal skills, open to supervision, punctuality good time management skills, organizational skills, good oral and written communication. 8) Ability to work with individuals with various disabilities Preferred Qualifications: 1) Enrolled in Master’s Degree program in a human service related field 2. Business, marketing and community outreach experience	Fall 2024 Spring 2025	Submit letter of interest and resume to: LaDonna Henson, Director Evaluation and Developmental Center 500C Lewis Lane Carbondale, IL 62901 Or via email to: lhenson@siu.edu	Fall 24 Aug 1, 2024 Spring 25 Dec 1, 2024 Open until filled	2

*Please fill out this form and email as an attachment to GAOffice@siu.edu.